



SC-PAY GRADE 5

## **CLERK II-DATA ENTRY**

### **DUTIES AND FEATURES OF THE CLASS:**

This is complex and diverse clerical work requiring the exercise of good judgment based upon knowledge gained through experience. The work involves the performance of independent, skilled tasks in one of a variety of departments or divisions. Work routines may be developed or modified by the employees within the overall system requirements. The work is performed under the general direction of a supervisor.

### **EXAMPLES OF WORK:**

Duties may include preparing, processing, and maintaining files, books, cards, tapes, bills, ledgers, notes, bonds, deeds, permits and similar documents; posting records as necessary; typing a variety of material; receiving and recording money, making deposits as required; preparing reports; reconciling statements; updating lists; entering data into computer and running reports from such data; calculating and tabulating as necessary; receiving and referring or answering complaints, requests and other telephone calls, meeting and assisting public with disposition of problems, questions, requests or complaints; opening and processing mail in accordance with established procedures; performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of modern office practices, procedures, equipment and standard clerical techniques; thorough knowledge of the methods and procedures of the particular activity to which assigned; skill in applying basic and advanced tools used in word processing applications; skill in applying the tools used in creating and modifying spreadsheet and database applications; ability to make mathematical calculations and tabulations rapidly and accurately; ability to make decisions recognizing established precedents, practices, and systems and to use judgment, resourcefulness and tact in meeting new problems; ability to understand and follow oral and written instructions, ability to communicate effectively with staff, employees and public.

### **QUALIFICATIONS:**

Minimum HS diploma or GED. Working knowledge of Microsoft Office (Word, Excel, Outlook, and PowerPoint) is required. Experience in office operations which includes operating office machines, handling incoming and outgoing mail, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies. Experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others. Experience in record keeping which includes maintaining records, logs and filing systems. Experience in using standard computer software programs for word processing, spreadsheets or databases.

**ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- 35 hour work week
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing

Revised 4/2014